

# Commission Conversation

September 2001

Volume 1, No. 6

*Yes, this is September's issue and no, you didn't misplace August's issue. Due to Data Entry Week that was done by the entire staff and the need to respond to a lawsuit filed against the state on culverts, the August issue was not published.*

## Computer Security

More than 500 new viruses are introduced every month. If you have no virus protection software, or if you have not updated your software recently, your computer and the data in it are at risk. Some of the newer viruses actually use your e-mail program to send viruses to people in your address book.

This happened recently to a Washington State conservation district even though they had anti-virus software installed. The problem? It had not been updated, and a new virus made it onto their computer.

If you have commercial anti-virus software installed, update it right now! For Norton Anti-Virus updates, visit <http://www.symantec.com>. If you have McAfee VirusScan, visit <http://www.mcafee.com/anti-virus/>. The McAfee website also maintains information about new viruses and hoaxes. If you have not installed anti-virus software because of cost, try the free AVG anti-virus program available from [http://www.grisoft.com/html/us\\_index.cfm](http://www.grisoft.com/html/us_index.cfm).

### Anti-virus Tips:

1. Establish a regular schedule for updating your anti-virus software. Doing it weekly is not too often!
2. Back up your data! Think of what would happen if your computer disk died right now. Could you restore your critical data?
3. Do not open a file attached to an e-mail unless you know what it is, even if it comes from someone you know and trust.
4. Do not open a file attached to an e-mail if the subject line is questionable or unusual.
5. Delete all chain e-mails and junk e-mails. Do not forward or reply to any of them.
6. Exercise caution when downloading files from the Internet. If in doubt, download the files to a floppy disk and then test them with your anti-virus software.

## IMPORTANT - GRANTS

### UNIFORM ENVIRONMENTAL PROJECT REPORTING SYSTEM

During the 1999 Session, The Legislature enacted Substitute House Bill 1204 (Chapter 225, Laws of 1999) to improve data coordination among state agencies that fund environmental projects. The legislation directed the Department of Transportation to work with an advisory committee of state agencies (including the Conservation Commission) to develop a central environmental project reporting database. The result was the Uniform Environmental Project Reporting System (UEPRS) – to “better address the needs of the environment on a local and regional basis, and to better address statewide priorities to achieve the most beneficial and cost-effective results.”

A key purpose of this database is to map the locations of environmental projects. UEPRS is internet-based and uses geographic information system (GIS) technology to map projects. Although the capability to do so is not in place yet (but should be in the next database iteration), conservation district grant projects will be mapped on a district boundary basis.

After many months of development and several database iterations, UEPRS is now up and running. The Commission is required to enter environmental project data beginning with grants active during FY 2001. Grants staff has already started entering all new FY 2002 grant contract information, and will enter older FY 2001 grant contract information as time allows.

Check out the UEPRS website ([www.ueprs.wa.gov](http://www.ueprs.wa.gov)) to review our data entry progress, or if you want more information.

(Continued on page 3)

# Commission Meeting

The next Regular Conservation Commission Meeting will be held at the Best Western Harbor Plaza in Oak Harbor (Whidbey Island) on September 20th beginning at 8:30 a.m.

The Whidbey Island CD is arranging a tour for Wednesday afternoon, September 19th.

Districts are invited to a no-host interaction dinner meeting with the Commission at the Best Western Harbor Plaza in Oak Harbor beginning at 6:00 p.m. on September 19th. Please RSVP to the Commission by September 7th.

## ***Dates to Remember***

September 9-12

Albuquerque, New Mexico  
NACD Western States Conference

September 18-19

Bow (Plant Materials Center)  
WACD Officers & Directors Meeting

September 20

Oak Harbor (Whidbey Island)  
Regular CC Meeting

**October 9** NW Area Association Meeting **Coupeville**

**October 11** SW Area Association Meeting **South Bend**

**October 15** SE Area Association Meeting **Dayton**

**October 16** SC Area Association Meeting **Goldendale**

**October 17** NC Area Association Meeting **Ephrata**

**October 18** NE Area Association Meeting **Republic**

November 25-28

Bellingham  
WACD Annual Meeting

November 28 (afternoon)\*

Bellingham  
Regular CC Meeting

# Limiting Factors Analysis (LFA) 2001

The Conservation Commission's Habitat Limiting Factors Analysis project is now three years in the making. Since its inception on July 1, 1998, a total of 25 Water Resource Inventory Area (WRIA) habitat limiting factors reports have been completed. In addition, three more will be completed within the next 90 days - Yakima, Wenatchee and Lake Washington. Also underway are reports in San Juan, Nooksack, The Middle Snake and the Lower Snake. It is anticipated that these reports will be completed by the end of this calendar year.

Washington State has a total of 62 Water Resource Inventory Areas. Forty-four WRIA'S produce salmon and steelhead. An additional nine contain bull trout only. By June 30, 2003, we will have habitat limiting factors reports completed in every WRIA containing salmon and steelhead. The question of dealing with the bull trout only areas is yet to be decided.

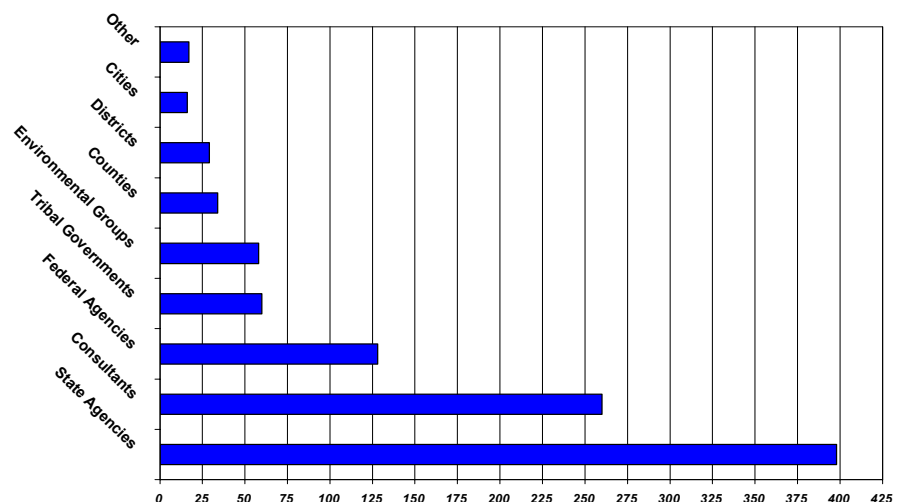
The habitat limiting factors reports are made available to the public on compact disks (CD's). As of this date Marvin has mailed over 1000 CD's from the Conservation Commission office in Olympia. This total does not include CD's distributed to the members of the Technical Advisory Groups (TAGS). Overall, I believe we are most likely approaching a total distribution number of 1,500.

For further information on this project please contact Ed Manary, Salmon Recovery Coordinator at 360-407-6236 in Olympia.

## Data Diamond

This month's Data Diamond illustrates the distribution of the LFA compact disks.

LFA Distribution by Group



# Grants, continued

## PROCEDURE FOR CLOSING OUT COMMISSION GRANTS

June 30, 2001 was the end of the 1999-01 Biennium and many district grant contracts expired on that date. Once a grant has ended, you have 45 days to "close out" the contract. Close out includes payback of unused initial payment money, if applicable, and submittal of the final voucher, final report, and close out form.

The 45-day period for contracts ending June 30, 2001 has now expired, and we have not received the required close out documents from a number of districts.

If you haven't closed out your old grant, you need to do so right away! Grants staff has sent you a memo explaining what documentation is missing for each of your grants. We've also notified you that current grant vouchers will be held and pending grant negotiations will be suspended until we receive the missing documentation. Once the missing close out documents are received, we will resume paying vouchers and negotiating contracts.

For additional information see the Conservation District Procedures Manual, Section 360 ADM, Part 7-A, Page 1, or contact the grants staff.

## WHY BUDGET BY OBJECTIVE?

The Commission is transitioning its grants program to a budget by objective format. This is a major change from the way we've historically asked you to prepare and track your grant budgets. It also means a change in how you need to track your staff's time for invoice vouchering. That is, you now need a system that will let you determine how much time each employee is spending on each objective of each Commission grant.

Sound complicated? We agree. However, it's a change that we've been told to implement. Last year, the Joint Legislative Audit and Review Committee (JLARC) did a performance audit of the Commission's grants programs. The JLARC audit report recommended we integrate certain "investment practices" into our grant programs – one of which is to track costs relative to environmental benefits produced. The most direct way to do this is through budgeting by objective.

To help you track staff time for grant vouchering, we have prepared a sample time sheet you can use as a starting point. If you'd like to take a look at it, just call your grants staff contact (Debbie Schenck or Kristy Wilkowski) and they will forward it to you. They can also answer other questions you have about working with this change.



## Dave Rosgen "takes on" Brad Johnson

The Asotin County Conservation District sponsored a Rosgen workshop on applied stream geomorphology July 16-20.

Over 50 people attended. Rosgen reviewed the fundamentals and offered many comments on the stream projects already completed on Asotin Creek. Both Brad Johnson, the CD manager, and Barry Southerland, sojourning NRCS geomorphologist and project designer, may have a few more gray hairs as a result.

Pictured to the right (L to R) are a studious Brad Johnson, Dave Rosgen, and Steve Martin from DFW.



# CREP Update

District	# of Contracts	Acres	Average Acres per Contract	Stream Feet	Miles	Average Width	Average Rental Rate
Asotin	2	127.2	63.60	31,395	5.95	164.63	83.20
Chelan	2	4.5	2.25	2,350	0.45	83.89	61.00
Clark	2	21.9	10.95	9,300	1.76	100.40	124.90
Columbia	13	397.8	30.60	97,645	18.49	178.95	125.06
Garfield	14	331.2	23.66	105,292	19.94	128.61	98.43
Grays Harbor	2	6.7	3.35	2,818	0.53	110.23	194.50
Jefferson	1	6.6	6.60	2,408	0.46	145.00	221.20
King	2	8.9	4.45	2,226	0.42	165.50	202.80
Lewis	5	179.7	35.94	58,412	11.06	129.12	191.31
Mason	3	8.7	2.90	2,205	0.42	135.13	190.26
Okanogan	1	18.2	18.20	5,335	1.01	148.60	72.20
Skagit	14	109.8	7.84	31,910	6.04	145.14	262.01
Snohomish	1	6.9	6.90	1,680	0.32	178.91	191.80
Wahkiakum	3	69.0	23.00	18,259	3.46	154.03	200.00
Walla Walla	13	128.2	9.86	47,625	9.02	129.19	126.66
Whatcom	23	403.1	17.52	114,876	21.76	141.73	320.07
Yakima	3	147.2	49.07	36,115	6.83	176.47	113.83
<b>TOTALS</b>	<b>104</b>	<b>1975.6</b>	<b>18.63</b>	<b>569,851</b>	<b>107.92</b>	<b>142.09</b>	<b>163.48</b>

Regional Analysis		
	Western Washington	Eastern Washington
Number of Contracts	56	48
Acres Enrolled	821.3	1156.7
Acres Per Contract	14.67	24.1
Average Rental Rate	107.56	269.86



## Washington State CONSERVATION Commission

*To protect, conserve and enhance the natural resources of the state.*

The Washington State Conservation Commission  
is an equal opportunity employer.

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